

IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 7/20/2012

BOARD MEMBERS PRESENT: James L. Roberts - Chair
Keith Holloway
Cathy Hart
Jonathan Paine

BOARD MEMBERS ABSENT: Zendi Fae-Hansen Meharry

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Eric Nelson, Board Prosecutor
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, Legal Counsel

OTHERS PRESENT: Kris Ellis, IHCA/ICAL

The meeting was called to order at 9:00 AM MDT by James L. Roberts.

Mr. Holloway moved to suspend the roll call. Dr. Paine seconded, motion carried.

APPROVAL OF MINUTES

Mr. Holloway made a motion to approve the minutes of March 15, 2012 and May 17, 2012. It was seconded by Ms. Hart. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. The Bureau is in the process of purchasing a new licensing system which will be a onetime expense for each Board.

FINANCIAL REPORT

Ms. Hall gave the financial report, which is linked above. The report indicated that the Board has a cash balance of \$40,335.44 as of June 30, 2012.

RENEWAL CONTRACT

Ms. Hall presented the Renewal Contract for services for review. It was moved by Ms. Hart that the Board approve the Renewal Contract for services and authorize the Chair to sign on behalf of the Board. It was seconded by Mr. Holloway, motion carried.

DISCIPLINE

Mr. Nelson presented a memorandum regarding case numbers NHA-2012-3 and NHA-2012-4. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented a memorandum regarding case number NHA-2012-5. After discussion, the Board gave recommendations for appropriate discipline.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Mr. Holloway moved to approve the Bureau's recommendation and authorize closure in case I-NHA-2010-7. It was seconded by Ms. Hart. Motion carried.

Ms. Hart moved to approve the Bureau's recommendation and authorize closure in case I-NHA-2010-8. It was seconded by Mr. Holloway. Motion carried.

Mr. Holloway moved to approve the Bureau's recommendation and authorize closure in case I-NHA-2010-10. It was seconded by Dr. Paine. Motion carried.

NEW BUSINESS

NATIONAL ASSOCIATION ADMINISTRATOR BOARD

Mr. Roberts reported that he and Ms. Meharry attended the June 2012 NAB meeting in Providence, Rhode Island. The next NAB meeting is scheduled for November 7-9, 2012 in San Diego, California and one Board member's expenses are paid by NAB. Mr. Holloway moved that the Board appoint Ms. Meharry as the Delegate and Dr. Paine as the Alternate to attend the November 7-9, 2012 NAB meeting and pay for any expenses in accordance with state regulations that NAB does not cover. It was seconded by Ms. Hart. Motion carried.

ELECTIONS

It was moved by Dr. Paine to elect Ms. Meharry as the new Board Chair and Mr. Holloway as the new Vice-Chair. It was seconded by Ms. Hart, motion carried.

CORRESPONDENCE

The Board reviewed a request from Traci Treasure asking for a current list of administrators-in-training to establish a support group. Dr. Paine moved that the Board send a letter to Ms. Treasure suggesting that she contact the Idaho Health Care Association to help her set up the support group. It was seconded by Ms. Hart, motion carried.

CONTINUING EDUCATION TRAINING

The Board reviewed continuing education training from Alliance Home Health and Hospice. The Board directed that the information be returned to Alliance Home Health and Hospice and suggested that they contact IHCA or NAB for approval of the course.

NEXT MEETING

The Board scheduled its next meeting for October 18, 2012 at 9:00 AM MDT.

EXECUTIVE SESSION

A motion was made by Ms. Hart that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials and continuing education audits. It was seconded by Mr. Holloway. The vote was: Ms. Hart, aye; Dr. Paine, aye; Mr. Holloway, aye; and Mr. Roberts, aye. Motion carried.

It was moved by Ms. Hart to come out of executive session. It was seconded by Mr. Holloway. The vote was: Ms. Hart, aye; Dr. Paine, aye; Mr. Holloway, aye; and Mr. Roberts, aye. Motion carried.

APPLICATIONS

It was moved by Mr. Holloway to approve the following applications:

Bryan Lindsay - endorsement
Mark Krueger – endorsement
901122173 – endorsement pending NAB scores
Warren Bodily – Designee
Mark High – Administrator-in-training
Briar Heisler – AIT
Angela Lougee – AIT
Bethany Meeks-Howard – AIT
Tina Mielke – AIT
Colleen Moon - AIT

It was seconded by Dr. Paine. Motion carried.

The Board reviewed the AIT quarterly reports. It was moved by Ms. Hart that the quarterly reports be approved with additional information needed on one. It was seconded by Dr. Paine. Motion carried.

The Board reviewed the continuing education audits. It was moved by Mr. Holloway that the continuing education audits be approved with additional information needed on one. It was seconded by Ms. Hart. Motion carried.

ADJOURNMENT

It was moved by Mr. Holloway to adjourn the meeting at 11:30 AM MDT. It was seconded by Dr. Paine. Motion carried.

James L. Roberts, Chair

Zendy Fae-Hansen Meharry

Keith Holloway

Cathy Hart

Jonathan Paine

Tana Cory, Bureau Chief